Contents

Voucher Template Overview .................................................................................................................. 1
Process Detail ....................................................................................................................................... 1
   I.  Create Voucher Template ........................................................................................................... 1
   II. Use a Voucher Template ............................................................................................................ 3

Voucher Template Overview

These are vouchers that are used as a model for other vouchers that will be entered in the future for the same vendor. This saves on data entry time and reduces the chance of keying errors when used with vouchers that have multiple distribution lines. The first step is to create the Template Voucher.

<table>
<thead>
<tr>
<th>Process Frequency</th>
<th>On Demand use for the manual entry of Non PO Vouchers.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependencies</td>
<td>None</td>
</tr>
<tr>
<td>Assumptions</td>
<td>None</td>
</tr>
<tr>
<td>Responsible Parties</td>
<td>Typically the AP user will create their own template vouchers suited to streamline Voucher repeat entry specific to their job responsibilities.</td>
</tr>
<tr>
<td>Alternate Scenarios</td>
<td>None</td>
</tr>
</tbody>
</table>

Process Detail

I.  Create Voucher Template

   Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry
1. Select tab.
2. Enter Business Unit: ‘UW***’
3. Select Voucher Style: ‘Template Voucher’
4. Click Add
5. Complete required information.
6. Enter a name for the template in Template ID:
7. Enter a description for the template in Description:
8. Click the checkbox for Save as a Template Voucher.
9. Click [Save]

II. Use a Voucher Template

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry
1. Select Add a New Value tab.
2. Enter Business Unit: ‘UW***’.
3. Leave Voucher ID as default: ‘NEXT’
4. Select Voucher Style: ‘Regular Voucher’
5. Click Add
Note: Populate the Vendor information first. Template vouchers are vendor specific, i.e., templates are set up for only one vendor. Invoice number and date can be filled in, but do not enter an amount or an error message will be received when selecting ‘Template’.

6. Select Vendor ID number.
7. Select ShortName
8. Select Location.
9. Select Address.
10. In the Copy From Source Document section, from the Copy From: dropdown menu select ‘Template’.
11. Click the Go hyperlink and the Voucher Template panel will appear.

12. Enter the Template ID you created previously or select it from the list. If more than one template exists for the vendor, all will be shown here. The naming convention for the templates becomes important if more than one template will be setup for a vendor.
13. Click Copy from template
14. The system will complete the voucher lines and payment schedule for you.
15. On the Invoice Information tab, Enter Invoice No (number).
16. Enter Invoice Date.
17. Revise the Invoice amounts, if necessary.
18. Click to save changes.

Revision History

<table>
<thead>
<tr>
<th>Author</th>
<th>Version</th>
<th>Date</th>
<th>Description of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martha Mendoza</td>
<td>1.0</td>
<td>11/15/12</td>
<td>Initial Draft</td>
</tr>
<tr>
<td>Spencer Kelsay</td>
<td>2.0</td>
<td>04/16/13</td>
<td>Update Screenshots and Content</td>
</tr>
<tr>
<td>Jim Backus</td>
<td>2.1</td>
<td>05/30/13</td>
<td>Update Screenshots and Content</td>
</tr>
<tr>
<td>Susan Kincanon</td>
<td>2.2</td>
<td>06/11/2013</td>
<td>Review and format</td>
</tr>
<tr>
<td>Mark Flemington</td>
<td>3.0</td>
<td>06/112013</td>
<td>Other updates</td>
</tr>
<tr>
<td>Susan Kincanon</td>
<td>3.1</td>
<td>06/12/2013</td>
<td>Finalize and publish</td>
</tr>
</tbody>
</table>